

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

REAL ESTATE FINANCE SUPERVISOR

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Real Estate Finance Supervisor is the second level in a two level Real Estate Finance series. Incumbents are responsible for supervising and coordinating the work of personnel engaged in processing loan applications, collecting past due accounts, and assembling financial packages for rehabilitation programs and first-time home buyer programs.

The Real Estate Finance Supervisor is distinguished from the Real Estate Finance Specialist by its supervisory responsibilities for staff and section operations.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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| 1. | Supervises section staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations. | Daily
20% |
| 2. | Oversees and coordinates the day-to-day activities and operations of the Real Estate Finance Services section, which includes: planning, coordinating, administering, and evaluating programs, projects, processes, procedures, goals, objectives, systems, and/or standards; identifying new financing programs offered through local banks or other applicable resources; ensuring compliance with Federal, State, and Local laws, regulations, codes, standards, policies, and procedures; and/or, performing other related activities. | Daily
20% |
| 3. | Analyzes and evaluates underwriting and project files for the first-time home buyer programs and approves or denies based findings. | Weekly
15% |
| 4. | Monitors compliance with applicable Federal and State regulations. | Weekly
15% |
| 5. | Provides direction and advice regarding Housing and other related programs. | Weekly
10% |
| 6. | Disseminates program information and makes oral presentations related to rehabilitation, redevelopment, and development programs to individuals and/or groups. | Quarterly
5% |

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
7.	Compiles information and documentation associated with securing advanced funding from the State of California CalHome Program and prepares mandated reports to maintain applicable funding stream.	Quarterly 5%
8.	Collects and compiles data for Federal reporting purposes, including the collection of data for Federal funds expenditures.	Annually 5%
9.	Analyzes and evaluates first-time home buyer and rehabilitation program components, processes, and procedures and makes recommendations for modifications based on findings.	Occasion- ally 5%
10.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Three years experience as a Real Estate Finance Specialist or a Bachelor's Degree in Business Administration, Marketing, Economics, or closely related field and two years experience in real estate or mortgage finance is required;

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Basic Class C License

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Knowledge (position requirements at entry):

Knowledge of:

- Supervisory principles and practices;
- Mortgage banking and real estate industry standards, procedures and practices;
- Real estate documents;
- Management practices in public administration;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Program administration principles and practices;
- Government sponsored housing development and redevelopment programs;
- Real estate principles and practices;
- Residential and commercial real estate loan practices and procedures;
- Mathematical concepts.

Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritize and assigning work
- Training employees in proper work methods
- Preparing and performing mathematical calculations
- Using computers and applicable software applications
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Speaking in Public
- Evaluating personal and financial data of applicants
- Analyzing, processing and reconciling financial documents and information
- Evaluating development strategies and feasibility studies
- Implementing public relations/marketing initiatives
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, and walking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to life, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

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Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007

Reviewed by the City of Fresno

Date: 5/2008